



Town of Buckeye Human Resources Department JOB POSTING

085-06 BUDGET MANAGER

NUMBER OF VACANCIES: 1

DEPARTMENT: Finance

PAY GRADE: 72 Exempt

DAYS WORKED: Monday - Friday

TYPE OF POSITION: Full-Time – Classified

POSTING DATE: August 15, 2006

WORK LOCATION: 110 E. Irwin Ave.

SALARY RANGE: \$5,282 - \$7,804 per month

HOURS WORKED: 8:00 am to 5:00 pm

POSITION CLOSES: Open Until Filled

☐ Internal Only

☒ Internal / External

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue

Buckeye, AZ 85326

Telephone: (623) 349-6250

Fax: (623) 349-6270

TDD (For the hearing impaired only): (623) 349-6400

The Town job application can be completed online at our Town website www.buckeyeaz.gov by clicking on the “Job Opportunities” menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

GENERAL PURPOSE: Under general direction, performs administrative work of considerable difficulty relating to management, budgetary, or financial analysis. This position has Town wide responsibility.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Analyzes budget requests and prepares the annual budget document, performs general management or systems analysis studies of the structure, procedures, and operations of large and/or complex department(s) or assigned organizational unit(s).
- Performs research, collects data, and compiles findings.
- Assists in developing and tracking work performance measures.
- Develops and conducts surveys and prepares analysis of survey results.
- Assists in implementation and monitoring the Town's strategic plan.

(Job posting continues on back and/or next page.)

- May provide training in re-engineering, benchmarking, and other management topics.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Masters Degree in Public or Business Administration and two (2) years' experience in governmental budgeting or management analysis, auditing, research, fiscal control, or governmental statistical/analytical work; OR a Bachelors Degree in Public Administration or Business Administration, Finance, and four (4) years' experience in governmental budgeting or management analysis, auditing, research, fiscal control, or governmental statistical/analytical work; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Town policies and procedures.
- Knowledge of public sector organization and functions, preferably in a town or city.
- Knowledge of budget analysis and procedures.
- Knowledge of fiscal management techniques, policies and procedures.
- Knowledge of federal and state regulations relative to local government finance.
- Knowledge of governmental accounting practices and procedures.
- Knowledge of word processing and spreadsheet software.
- Knowledge of research and survey techniques.
- Knowledge of report writing.
- Knowledge of systems and operations analysis.
- Knowledge of management practices such as re-engineering, benchmarking, and competitive service delivery.
- Skill in analyzing and evaluating effectiveness of financial, management, and organizational programs to develop solutions and to enhance operations.
- Skill in training others in management techniques.
- Skill in communicating clearly and concisely both verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, elected officials, other agencies, and the public.

Special Requirements: None

Physical Demands / Work Environment: Standard office environment

Reports To: Finance Director

Supervision Exercised: Professional and administrative staff

FLSA Status: Exempt